



FBLA ELECTRONIC CAREER PORTFOLIO

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Required items included: • Navigation structure • Resume or data sheet • Career summary	0	1–5	6–10	11–15	
Samples of work, achievements and accomplishments (minimum of 4 samples)	0	1–7	8–14	15–20	
Items included appropriate for career choice	0	1–5	6–10	11–15	
Evidence of research in career summary; sources of information cited in proper copyright format	0	1–7	8–14	15–20	
Portfolio Usability					
Navigation is easy and effective	0	1–3	4–7	8–10	
Clear presentation with logical arrangement of information	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling and acceptable business style	0	1–3	4–7	8–10	
Subtotal	/100 max.				
Penalty Points Deduct two (2) points for each spelling error (maximum of ten [10] points). _____ Deduct five (5) points for not adhering to Guidelines (maximum of ten [10] points): _____ <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> Submission Guidelines _____					
Total Points	/100 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: _____



FBLA ELECTRONIC CAREER PORTFOLIO

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Data Sheet	0	1 – 3	4 – 7	8 – 10	
Career research summary: • Career description • Skills and education needed for the career • Money/salary and outlook for the career • Evidence of research in career summary	0	1 – 5	6 – 10	11 – 15	
Sources of information cited pertaining to copyright standards	0	1 – 2	3– 4	5	
Samples					
Career-Related Education • School activities • Career research project • Applications of business education and/or related occupational skills and their relationships to the job	0	1 – 5	6 – 10	11 – 15	
Educational Enhancement • Career opportunities noted • Evidence of career development planning • Summarize any job shadowing, internships, informational interviews, or community service projects	0	1 – 5	6 – 10	11 – 15	
Examples of Special Skills • Includes up to five examples of special skills, talents, and/or abilities related to job and career goals.	0	1 – 5	6 – 10	11 – 15	
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1 – 3	4 – 7	8 – 10	
Demonstrates self-confidence, poise, and good voice projection	0	1 – 3	4 – 7	8 – 10	
Demonstrates the ability to effectively answer questions	0	1 – 2	3– 4	5	
Subtotal				/100 max.	
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points				/100 max.	

Name(s): _____

School: _____ State: _____

Judge's
Signature: _____ Date: _____

Judge's Comments:

